

Iowa DNR Land Quality Bureau Underground Storage Tank Section

Tanks Database

UST 3rd Party Inspections Web Application

User Guide

Version 1.3

06.11.2013

Revision History

Name (Author)	Date	Change and Reason For Changes (Description)	Version
Jon Moeller	3/14/2013	Initial Version	1.0
Tom Collins	3/22/2013		
Tom Collins	6/7/2013	Central Office Version edited for inspections	
Tom Collins	6/11/2013	Updated for Creating an Account	

Revision History – Post Approval

Name (Author)	Date	Change and Reason For Changes	Version	PIR#

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Creating an Enterprise A&A Account

Be prepared to provide them with the following:

Registration for use of the UST 3rd Party Inspection system requires that users be an Iowa Department of Natural Resources (DNR) employee whose duties include entering or auditing inspections or that the user be a licensed inspector certified by the DNR or an individual assigned by a company as their internal administrator for entering 3rd party inspections. Upon becoming a licensed inspector or taking on the role of internal administrator, you will need to create an Enterprise A&A account through the State of Iowa DAS online system.

To get there go to:

http://programs.iowadnr.gov/tanks/ then click the login link located in the blue navigational bar header.
This will take you to the lowa Department of Administrative Services, Enterprise A&A site.
Once there select the Create An Account tab.

Their website will explain how to create an Enterprise A&A account. After an Enterprise A&A account is established the next step is to contact the UST section via phone at 515.281.6010 to request user role privileges be assigned for the UST 3rd Party Inspections database.

After being assigned a user role by UST section staff, go to: http://programs.iowadnr.gov/tanks/ to login using your Enterprise A&A Account ID and password.

DNR Tanks

	Enterprise A	&A	What Is A&A?				
SIGN IN	CREATE AN ACCOUNT	FORGOT PASSWORD	FORGOT ID				
Sign into DNR	Sign into DNR Tanks here.						
Enter your Acc	ount Id and passy	vord to sign into D	NR Tanks.				
Acc	ount Id:						
Pas	sword:						
	Sign In Account	Details (2)					
Account Id Exa	amples:						
	er Account Format lastname@iowaid						
• firstname.	nployee Account Foi lastname@iowa.gov not have an @iowa.goi		ail address.				
	<u>Need an Ac</u> <u>Forgot Pas</u> <u>Forgot</u>	sword?					
	-ITE Service Desk if v cedesk@iowa.gov Pho						
NOTICE							
and operated unauthorized contents is str administrative prosecution in The use of thi administrative	to interact with a probable to the State of Iowal access, use, or modictly prohibited. Violed disciplinary action, accordance with appearance seems and security reason rovide the information.	a. The actual, or atte ification of this webs ators may be subjec civil litigation, and/c plicable State and F onitored and record ns. The State of Iow	empted, lite and its ext to or criminal ederal laws. ed for a and its				
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You will then be redirected to the Advanced Search screen.

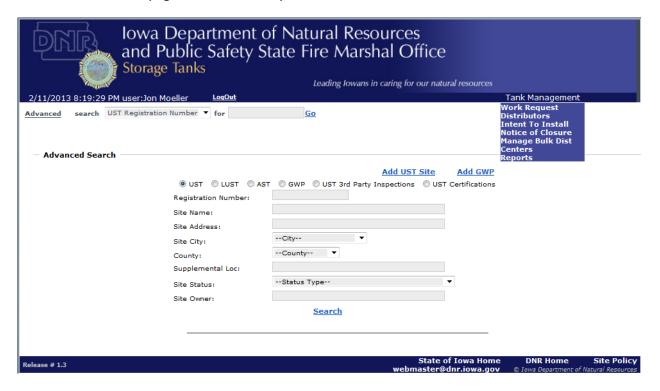
After Log-In

After successfully logged in, you will see the landing page. You may select UST to view tank and site information before conducting your inspection/audit/review or you may proceed directly to the inspection. Click on UST 3rd Party Inspections button. If you know the site registration number, enter it under the row of applications. If you don't know the registration, enter the address or narrow your search by adding city. You may also search by site owner or site name. After entering the information, click on Search.



Other Main Options

Some features on this page are available only to DNR staff.

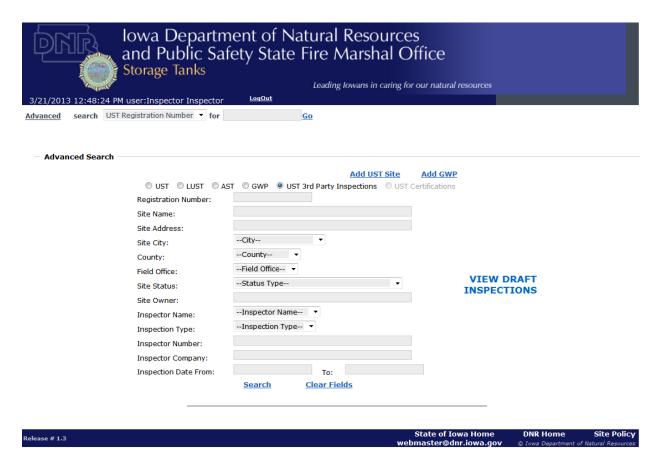


The other main options are available in a drop-down list box on the right-hand side of the main page menu banner. These options are used by IDNR Central Office and Field Offices.



The new reports are shown under the Reports link and are referenced at the end of this document.

UST Third-Party Inspections



The search fields are listed below. The filters allow for partial entry and will return all inspections that match the search criteria. For example, if you type in 14 in the address box, all inspections with a site address that includes 14 will show up in the results grid. Only active and temporarily closed tank sites appear in the inspection database.

Registration Number: Enter the registration number of a site to search by a specific site

Site Name: Enter the name of the site
Site Address: Address of the sites within tanks
Site City: City of the sites within tanks
County: County of the sites within tanks

Field Office: Field office number based on the county of the site

Site Status: Overall status of the site within tanks
Site Owner: The owner of the site within tanks

Inspector Name: Name of the inspector who completed the inspection

Inspection Type: Type of inspection completed

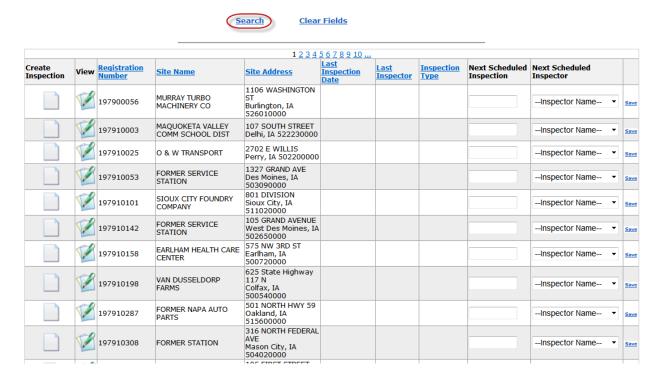
Inspector Number: The certification number given to an inspector

Inspector Company: Company name of the inspector. This can be a partial name.

Inspection Date: Date range to include all inspections completed within the range.

Search for Inspection(s)

After clicking on Search, depending on your criteria, you will see a screen similar to below. If you searched using a registration number, the most recent inspection for the site will appear. One or more inspections can be located using the search criteria on the web page. If more than one item is given a value, the combination of all items is used to narrow down the results.



The Clear Fields button will remove all previously chosen search criteria.

Add Inspection Date

Third party inspectors must notify the department within 10 days of scheduling the inspection with the UST owner/operator. As soon as the date is confirmed enter it under Next Scheduled Inspection, and in the next grid add the inspector from the drop down menu.

Add New Site (Central Office)

It is rare, but if a site is not available after searching, it may be a new site that is not yet entered. If you cannot find the site or have trouble, contact the UST Section.

View Previous Inspections

To view previous inspections, click on the View link within the search results grid. It's a good idea to look at previous inspections, especially the most recent one, to get a history of the site before you conduct your own inspection. When you are ready to enter your inspection, select the Create Inspection link within the search results grid.

			<u>s</u>	earch Clear	r Fields					
				1224	E 6 7 8 0 10					
Create Inspection	View	Registration Number	Site Name	Site Address	5 6 7 8 9 10 Last Inspection Date	<u>Last</u> <u>Inspector</u>	Inspection Type	Next Scheduled Inspection	Next Scheduled Inspector	
		197900056	MURRAY TURBO MACHINERY CO	1106 WASHINGTON ST Burlington, IA 526010000					Inspector Name	▼ <u>S</u>
		197910003	MAQUOKETA VALLEY COMM SCHOOL DIST	107 SOUTH STREET Delhi, IA 522230000					Inspector Name	▼ <u>S</u>
		197910025	O & W TRANSPORT	2702 E WILLIS Perry, IA 502200000					Inspector Name	▼ Si
		197910053	FORMER SERVICE STATION	1327 GRAND AVE Des Moines, IA 503090000					Inspector Name	▼ <u>S</u>
		197910101	SIOUX CITY FOUNDRY COMPANY	801 DIVISION Sioux City, IA 511020000					Inspector Name	▼ si
		197910142	FORMER SERVICE STATION	105 GRAND AVENUE West Des Moines, IA 502650000					Inspector Name	▼ <u>S</u>

Create Inspection

To create a new inspection, click on the Create Inspection icon within the search results grid. This will redirect you to the Site Info page and allow you to move through and complete the inspection. The inspection screens are listed within the Inspection Maintenance section.



View Inspection List

The results are shown below after clicking on View. The inspections that show are all previous inspections for the site. You have the option to view each inspection or to edit if you have the correct privileges. Only Central Office users can edit the previous inspections.



The columns of the grid are icons or database information stored in the previous inspections. The rows of the grid are the inspection records available for viewing or editing.

View Inspection

Edit Inspection

Inspection Date

Inspection Type

Inspector Name

Violations Present

Inspection Is Locked

Unlock

View Inspection

To view an inspection, click on the View Inspection Icon and it will take you to the inspection screens. The screens are listed in the Inspection Maintenance section. The difference will be that nothing can be edited while viewing the inspection.



Unlock Inspections

This allows the user to unlock an inspection so that the information can be edited. This option is only available for Central Office users. Inspections automatically lock 90 days after the inspection date.

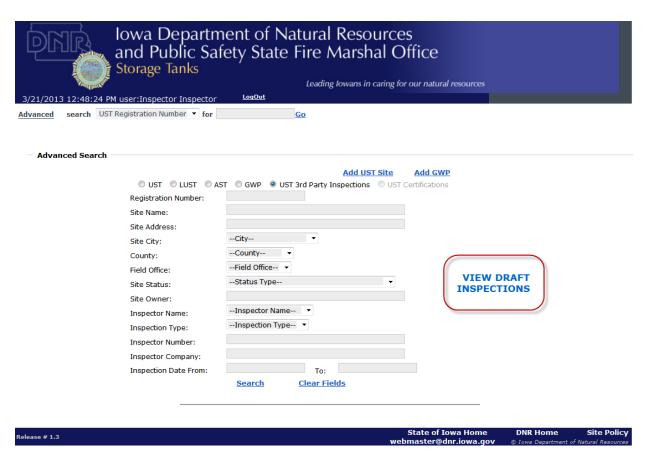


Once you click on the unlock button, the Edit inspections icon will appear. After clicking on the edit inspection icon, the user will be directed to the inspections screens to edit the information. These screens are listed in the Inspection Maintenance section.



View Draft Inspections

The View Draft Inspection link will create a result grid with the inspection records still in draft form. This will be visible based on whether or not the user has any inspections still in draft or if any inspections are in draft. Inspectors can only see drafts that they have created while Central Office users can see all drafts. A draft inspection is simply an unfinished inspection. If you get interrupted while entering the inspection, you may go back and edit or complete your draft. Each page that you Save will be available in the draft version.



View Draft Inspections List

The results grid is shown below.



The columns of the grid are icons or database information stored in the draft inspection. The rows of the grid are the inspection records available for editing.

Edit Inspection Delete Draft Registration Number Site Name Site Address **Inspection Date**

Inspector

Inspection Type

Update User

Clicking on an icon in the Edit Inspection column will open the Inspection Editing screen (see the Inspection Maintenance section of this document). Clicking on an icon in the Delete Draft will remove the record from the database.

Clicking on the Create New Inspection will take you to the UST Site Information page. Here is where you will begin to enter the new inspection information. Much of this page will already be populated from the UST/LUST database. Complete the missing information, and click on Save. If you missed any required information you will instructed in complete it before moving on. If there were any compliance issues with operator training, such as training not documented, you will be directed to the Corrective Actions page where you will either add an explanation/comment or select a predetermined response.

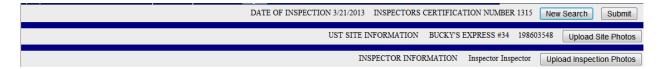
If any of the information is incorrect, please correct it. This will be explained in more detail on page 20.

New / Editing Inspections

Clicking on the Edit Inspection row icon will open the Site Info Page.



This page is made up of several sections, each capturing information on one aspect of the inspection report.



Option Links

A block of option buttons allow the user to show sections of the whole report in the remaining space on the page. Site Info is currently selected, so the rest of this view of this page is related to the overall information about the site.



Inspection Maintenance

The information recorded during an inspection is organized to allow the inspector to enter each section and to help the inspector make sure they have completed all required steps in the inspection. In addition, when the information entered indicates a corrective action is needed, the inspector is taken to a special page on which they can choose from the actions they recommend be taken by the owner of the site.

Inspection Page Functionality

On all pages, there is a list of questions that need to be filled out in order to complete the inspection. The columns in gray correspond to the compliance questions. On each page, the first question will tie to whether or not the method applies to the tank. If the method does not apply, click No and then move onto the next tank/page. If the method does apply, click yes and then proceed to fill out the remainder of the questions. If any of the compliance questions fail, you will be redirected to the corrective actions page upon saving. You will need to fill out the corrective actions for each tank that contains a failed compliance question before moving on.

Some of the pages may have different requirements based on the answers for each question. These requirements will be listed on the page itself as well as listed within the specific page section in this guide.

The Save command at the bottom of every page saves the edits made to the page. Note the timeout limit for the web page can be as low as twenty minutes, so the Save command should be used before leaving the form for an extended period of time to make sure the information is properly saved. You MUST save each page before moving to the next tab in order for the information to be saved.

Header Icons

There are two header icons to help inform the user of the status for each tab. The icons are shown at the left side of the tab name. If there is not an icon present then the page has not been completed.



The licon means that the page has been completed and there ARE violations reported.

Site Info

The site information is pre-populated from Tanks and can be updated if necessary.

UST Site Header Information

The Inspection Date is a required field when saving the site information.



UST Site Contact Information

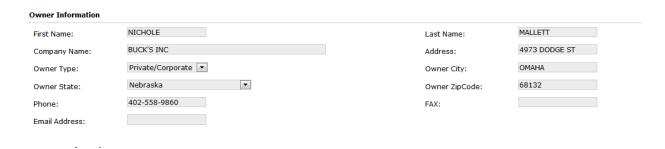


UST Site Operations Information

The operator information is required to be filled out. The passes inspection is calculated based on the answers to questions 1 thru 3. If any answer is No, then the Passes inspection is marked as No. The passes inspection question will be marked as Yes if all other questions are marked as either Yes or NA. The vapor control answer will be shown and calculated for the vapor emissions page.

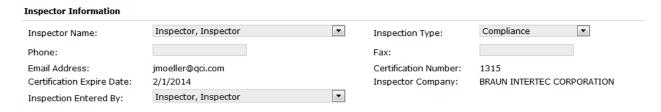


UST Site Owner Information



UST Inspector Information

This information is actually maintained in the Certifications portion of the application and displayed here. The Inspector Name and Inspection Type are required fields when saving the site information.



This cover information for the inspection package is then given details about the various aspects of the whole inspection conducted on site. These sections are accessed by clicking on one of the buttons in the major options band at the top of the data entry area of the page:

Tank Dispenser Selection
Tank and Piping Summary
Leak Detection
Spill Protection
Overfill Prevention
Corrosion Protection
Vapor Emissions Control
Dispensers and Sumps
Temporary Closure
Corrective Actions and Deficiencies
Compliance Inspection Results

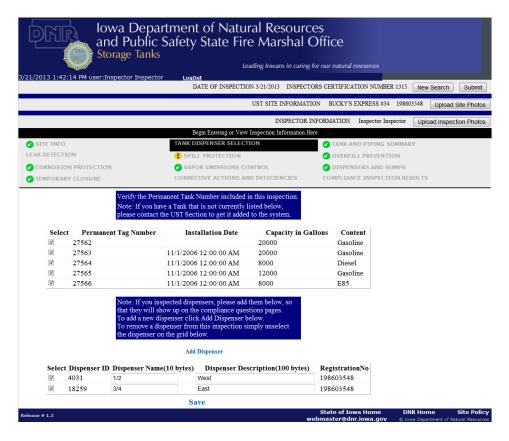
Tank Dispenser Selection

This page must be completed immediately after the Site Information page in order to show the correct tanks and dispensers throughout the rest of the tabs. If this step is skipped, there will not be any tanks or dispensers listed on the other tabs and you will not be able to proceed.

The page allows for multiple tanks and dispensers to be added or included within the inspection. Dispensers is a new feature for this database.

Only select the tanks that will be included within the inspection. If a tank is not listed within the selection, please contact the Central Office in order to have the tank added to the system. If by chance a removed/filled tank shows up, deselect it.

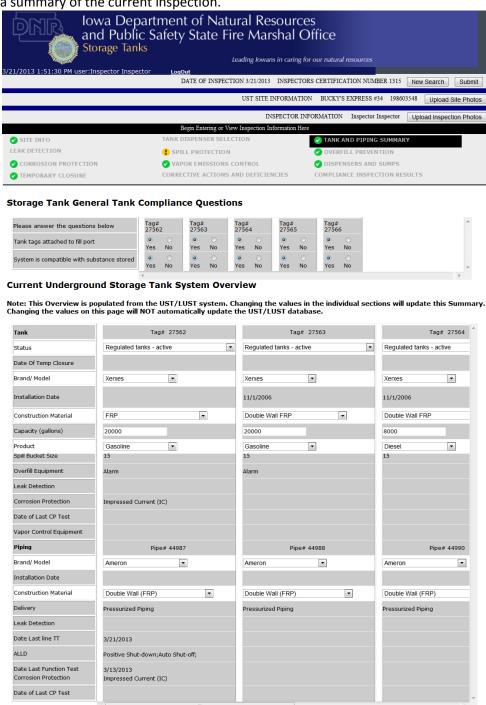
If a dispenser is not listed in the grid, click on the Add Dispenser button and another row will show up within the grid to allow you to fill out the Dispenser information. Only choose the dispensers that were included within the inspection. You have the ability to edit the Dispenser name and description as well.



Be sure to click the save button after adding each dispenser. The Add Dispenser record will add only one additional row on top of the currently saved dispensers. You will see a Dispenser Name of "Rewrite12" and a Dispenser Description of "Migration from the 2012 rewrite." Deselect this row by clicking on the check box. It was necessary to add this in order to create the new dispenser table in the database. Name the dispensers according to the numbers used at the island. If dispensers are not numbered, go ahead and number them but put a description in so that if anyone follows up or audits the inspection, they would be able to identify it.

Tank and Piping Summary

Please fill out all applicable questions related to the tanks listed within the inspection. The items that are labels and not able to change, are being populated from the methods throughout the inspection. This is a summary of the current inspection.



Save

Leak Detection

This main option has a band of sub-option buttons to show the additional sections of this main option.



The main option reveals a band of sub-options immediately below the band of major options at the top of the data entry area of the page:

Automatic Tank Gauging
Statistical Inventory Reconciliation
Inventory Control and Tank Tightness
Leak Detection Piping
Vapor Monitoring
Groundwater Monitoring
Manual Tank Gauging
Interstitial Monitoring Tank
Interstitial Monitoring UDC
Inter Mon Sump, Spill Bucket

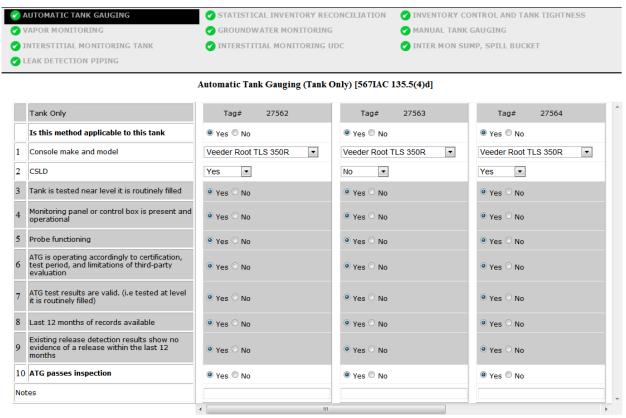
Note

There is one annoying problem you will encounter for the first few weeks of use. We were not able to get a very important fix in before we went to production, which has to do with selecting only those leak detection methods in use at the site. In other words, you will have to move through each inspection method before you can leave the Leak Detection. This was a fix we did not recognize until training, and required an amendment to the contract. We apologize for the inconvenience. It will be the first item to be fixed after we go to production. For now all that will be required is opening each method and answering No to the question: Is this method applicable to this tank?

So for now, on those leak detection methods that do not apply to the site you have inspected, select the method, click on No for the first question about applicability and the rest of answers will be unselectable or grayed out.

Automatic Tank Gauging

Please fill out all applicable questions related to the tanks listed within the inspection. You must answer the first question for all methods of leak detection--Is this method applicable to this tank in order to proceed. The rest of the response will default to Yes or No depending on whether this method is used at the site. You can override the default answer for any line except when a method is not applicable (every row will be unselectable or grayed out).



Note: If the answer to any question is NO, please explain under Notes. List any problems noted during inspection, even those that were corrected

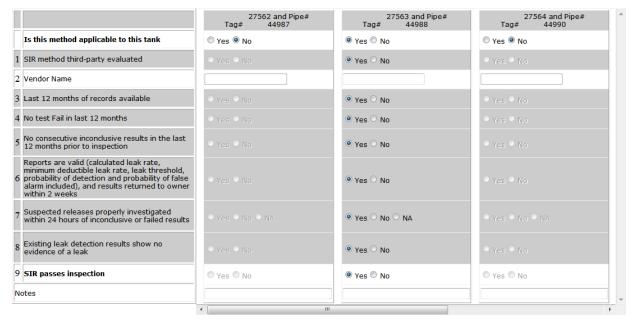
Save

Statistical Inventory Reconciliation

Please fill out all applicable questions related to the tanks listed within the inspection.



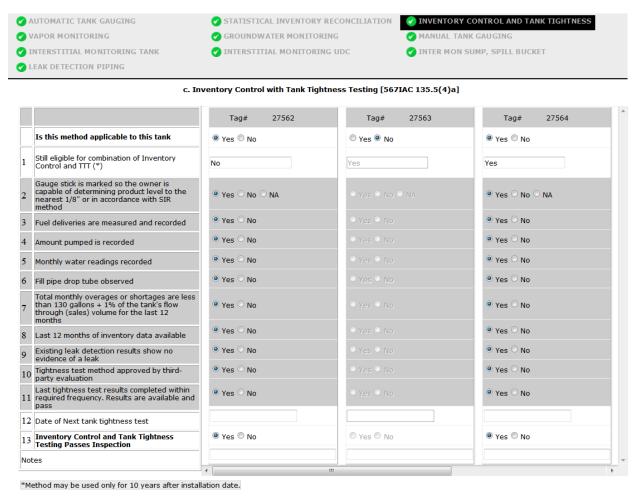
Fill out this section if tank and/or pipe uses Statistical Inventory Reconciliation (SIR for monthly release detection monitoring. Fill out either ATG or Inventory Control sections depending on which method is used for data collection.



Save

Inventory Control and Tank Tightness

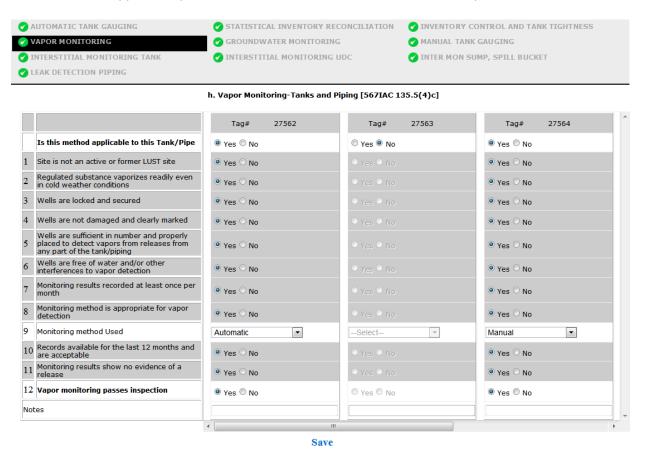
Please fill out all applicable questions related to the tanks listed within the inspection.



Save

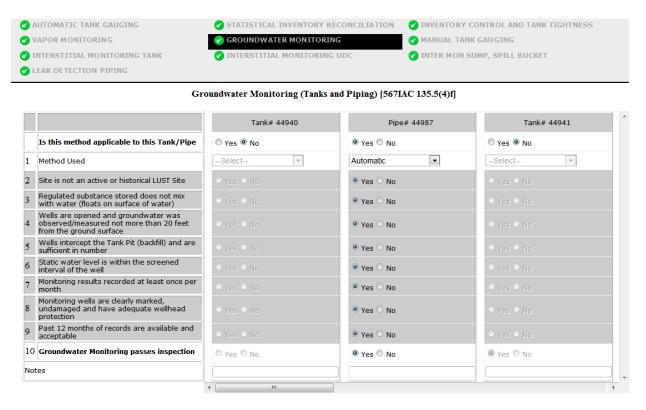
Vapor Monitoring

Please fill out all applicable questions related to the tanks listed within the inspection.



Groundwater Monitoring

Please fill out all applicable questions related to the tanks listed within the inspection.

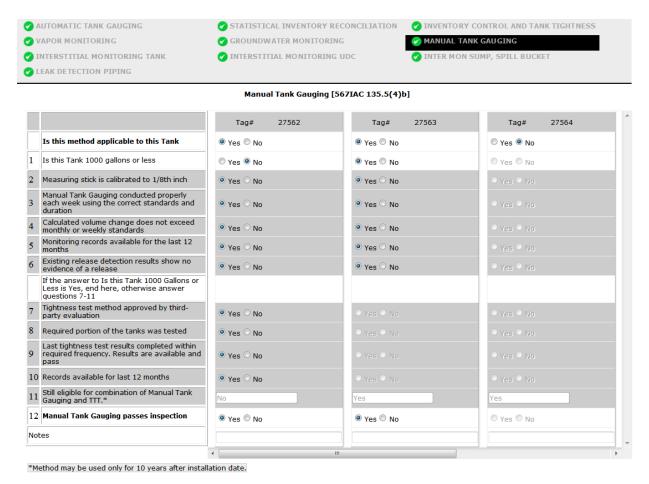


Save

Manual Tank Gauging

Please fill out all applicable questions related to the tanks listed within the inspection.

You will notice there are two categories for manual tank gauging: tanks of 1000 gallons or less and tanks between 1001 and 2000 gallons. Only tanks 1000 gallons or less may use Manual Tank Gauging as a stand alone method. Tanks between 1001 and 2000 may use the method for 10 years after installation and with a TTT every five years.



Save

Please fill out the notes section by explaining any violations before clicking the save button. If any violations are created by answering No to a compliance question, you will be redirected to the Corrective Actions and Deficiencies page.

Interstitial Monitoring Tank

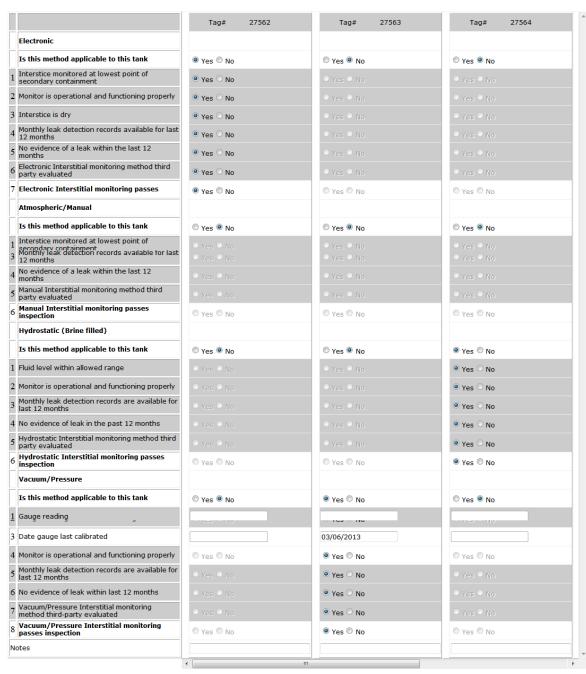
This leak detection method was added to allow for secondary containment monitoring for new UST systems installed after November 28, 2013, but also existing UST systems that use this method for leak detection. There are four methods for monitoring the interstice. When you select the method used at the site you inspected complete the related questions and then click on no for the applicability question for the other methods, and they will be unselectable or grayed out.

Interstitial Monitoring Tank

Please fill out all applicable questions related to the tanks listed within the inspection.



Section 6.b Interstitial Monitoring(Tank) [567IAC 135.5(4)d]



Release # 1.3

State of Iowa Home DNR Home Site Policy webmaster@dnr.iowa.gov © Iowa Department of Natural Resources

Electronic

Please fill out all applicable questions related to the tanks listed within the inspection.



Atmospheric/Manual

Please fill out all applicable questions related to the tanks listed within the inspection.



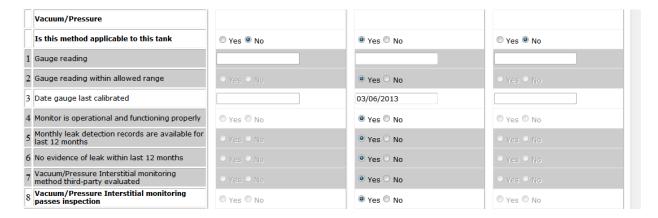
Hydrostatic

Please fill out all applicable questions related to the tanks listed within the inspection.

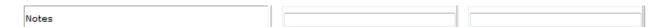


Vacuum/Pressure

Please fill out all applicable questions related to the tanks listed within the inspection.



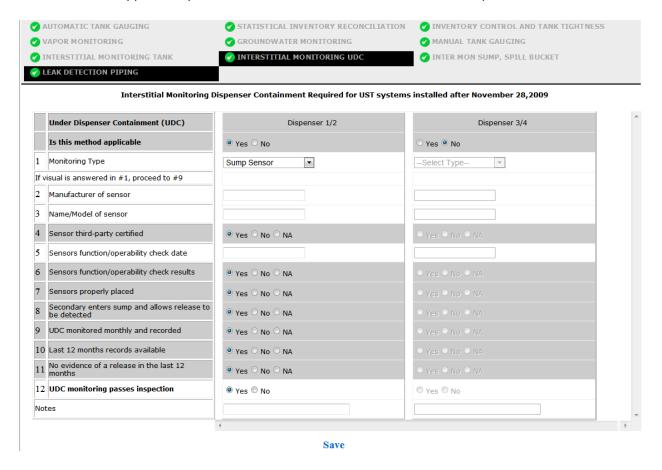
Notes



Interstitial Monitoring UDC

Here is another table that we had to create due to regulatory requirements and applies to new and existing sites that have sump containment beneath the dispenser. This method is required for all UST systems installed after November 28, 2007. For existing systems, if they are present, they must be maintained. In other words, liquid tight.

Please fill out all applicable questions related to the tanks listed within the inspection.



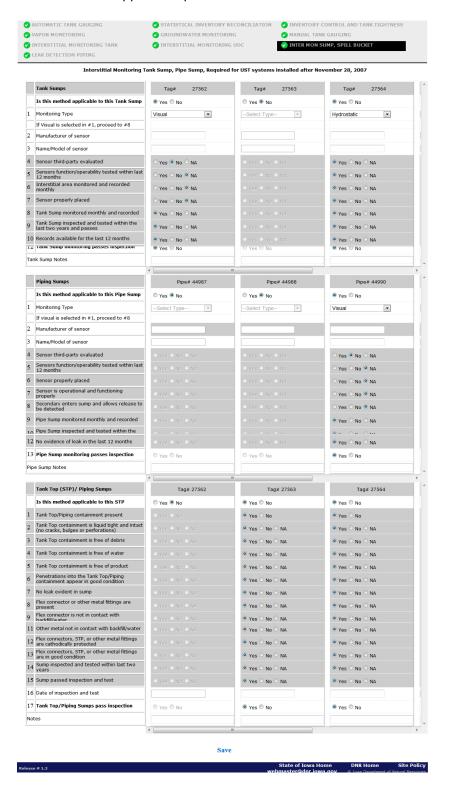
Please fill out the notes section by explaining any violations before clicking the save button. If any violations are created by answering No to a compliance question, you will be redirected to the Corrective Actions and Deficiencies page.

Sump Containment

This is another new area added due to new secondary containment requirements, and applies to new UST systems installed after November 28, 2013. You must answer Tank Sumps and Piping Sumps questions if you inspected a new UST system (after November 28, 2007). If you inspected an existing system, answer Tank Top (STP) and Piping Sumps.

Inter Mon Sump, Spill Bucket

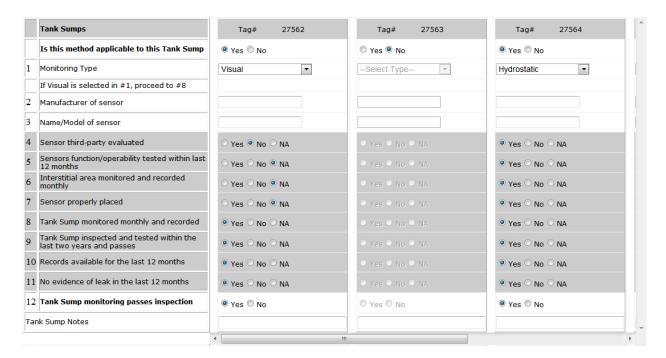
Please fill out all applicable questions related to the tanks listed within the inspection.



Tank Sumps

These questions refer to any tank top sump, STP, piping, ATG probe—they must all be answered if you inspected a new system.

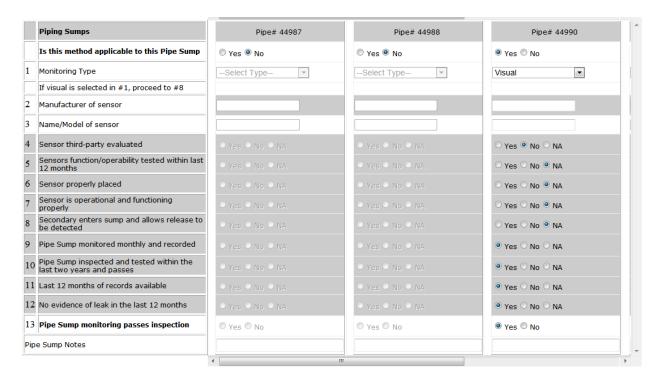
Please fill out all applicable questions related to the tanks listed within the inspection.



Pipe Sumps

Again, answer these questions if you inspected a new system with secondary containment. These questions concern any piping sump not located at tank top, including transition and other piping sumps.

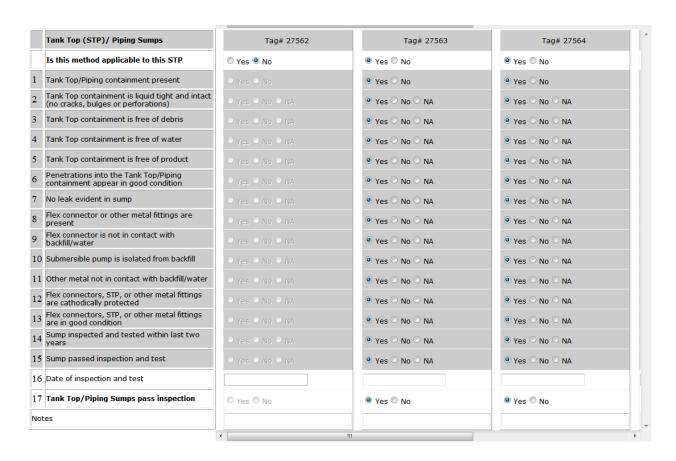
Please fill out all applicable questions related to the tanks listed within the inspection.



Tank Top (STP)/ Piping Sumps

Complete this section if you inspected an existing UST system, in other words, pre-November 28, 2007.

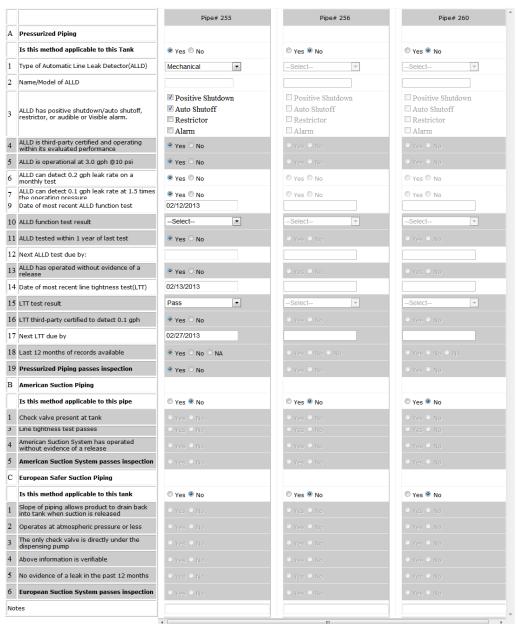
Please fill out all applicable questions related to the tanks listed within the inspection.



Leak Detection Piping

There are three piping leak detection delivery systems below. Select the one applicable. Only one method can be selected for a tank. Upon selecting yes to the method that applies, all other methods will be calculated as No.

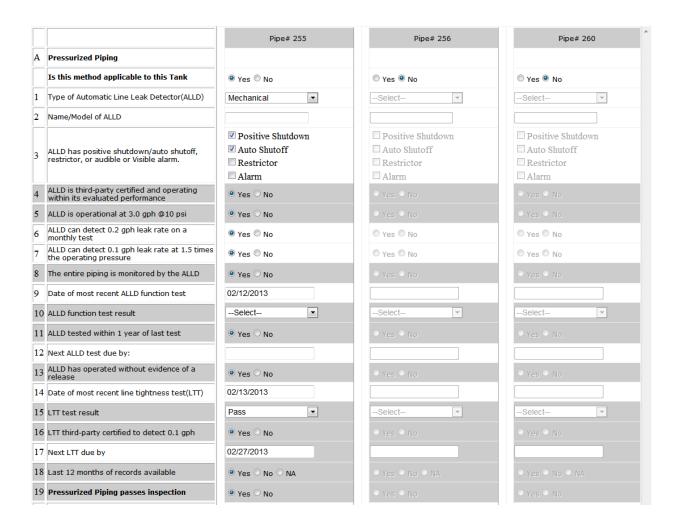
Leak Detection Piping [567IAC 135.5(4)d]



*Warning: vent-restriction devices must not be installed in UST systems that are equipped with suction pumps and air eliminators (PEI RP100. p.15)

Section A: Pressurized Piping

Please fill out all applicable questions related to the tanks listed within the inspection.



Section B: American Suction Piping

Please fill out all applicable questions related to the tanks listed within the inspection.



Section C: European Safer Suction Piping

Please fill out all applicable questions related to the tanks listed within the inspection.

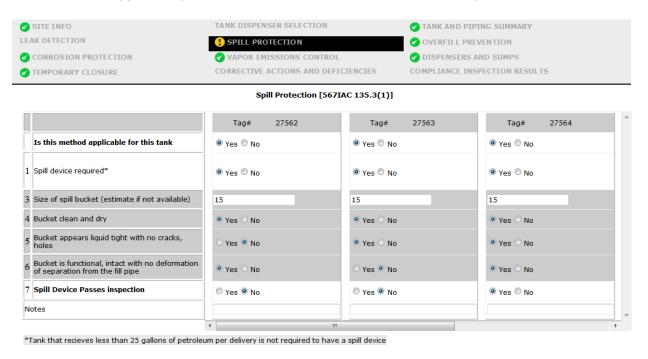


Notes



Spill Protection

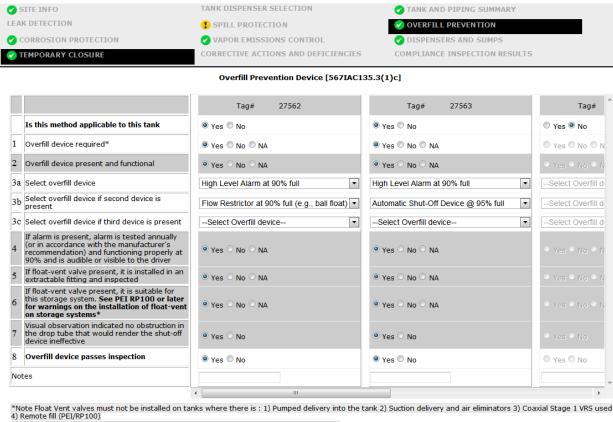
Please fill out all applicable questions related to the tanks listed within the inspection.



Save

Overfill Prevention

Please fill out all applicable questions related to the tanks listed within the inspection. You may select one or more overfill device.

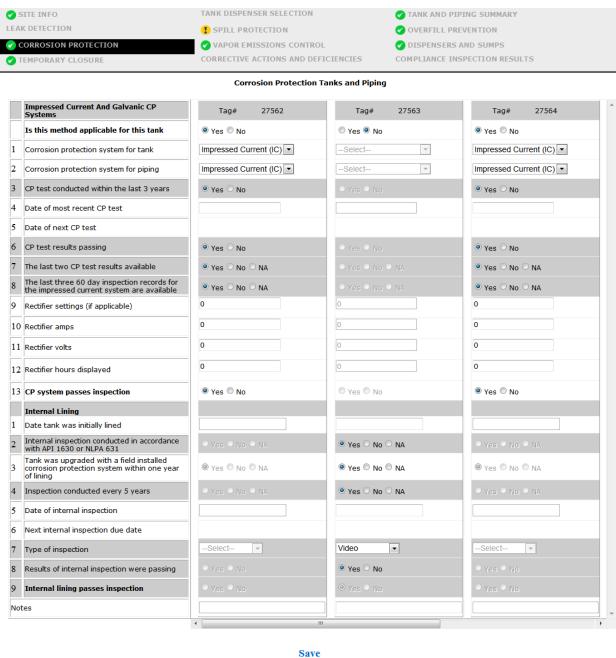


^{*}Overfill device not required for tanks that receives transfers less than 25 gallons per delivery

Save

Corrosion Protection

Please fill out all applicable questions related to the tanks listed within the inspection. If the tanks at the site are fiberglass or composite materials and the piping is flex, you must still select "No" for the question "Is this method applicable for this tank," and then click on Save.

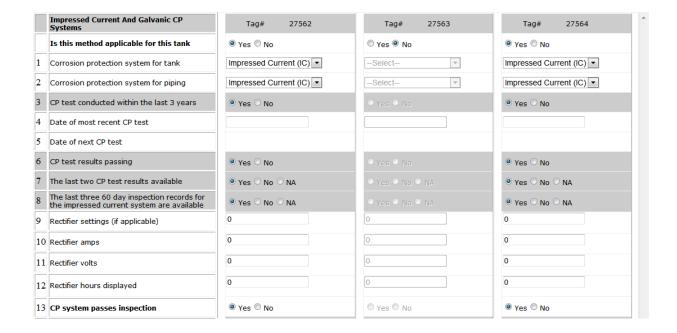


State of Jowa Home webmaster@dmr.iowa.gov
Please fill out the notes section by explaining any violations before clicking the save button. If any

violations are created by answering No to a compliance question, you will be redirected to the Corrective Actions and Deficiencies page.

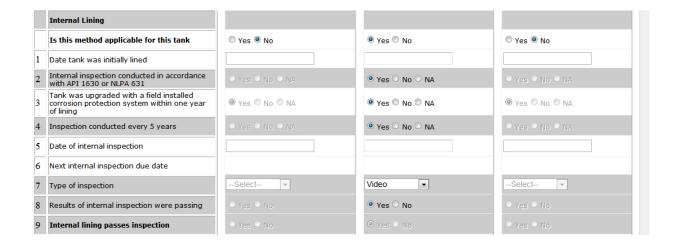
(CP) Impressed Current and Galvanic CP Systems

Please fill out all applicable questions related to the tanks listed within the inspection.



Internal Lining

Please fill out all applicable questions related to the tanks listed within the inspection.

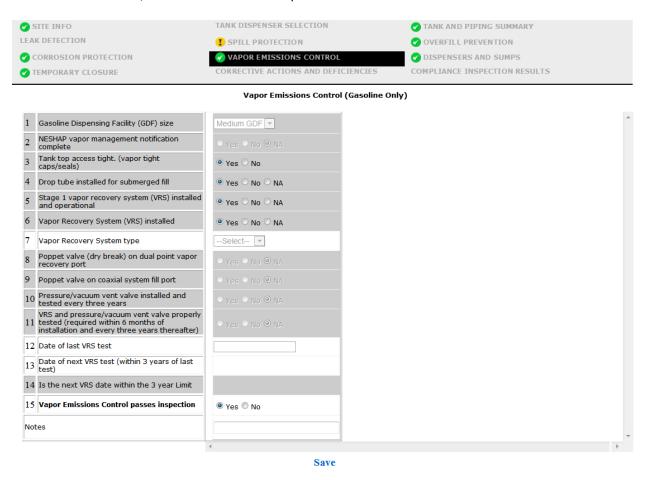


Notes



Vapor Emissions Control

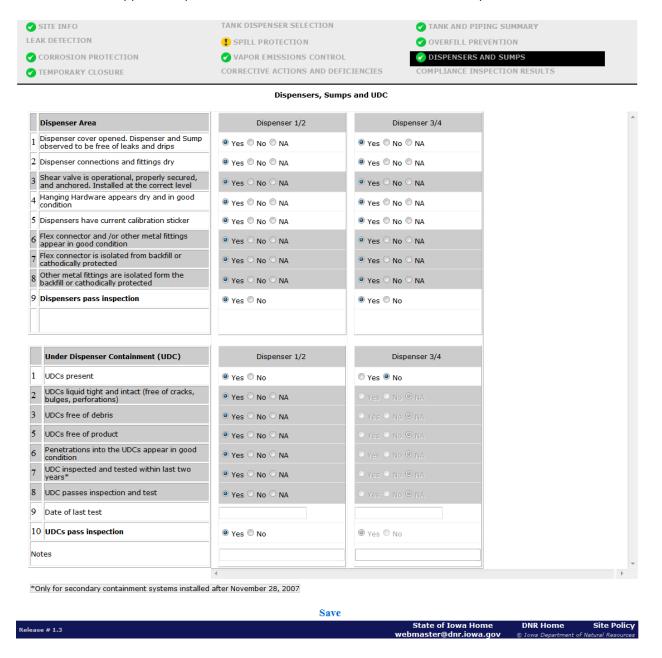
Please fill out all applicable questions related to the tanks listed within the inspection. The GDF is populated from the site information page and determines which questions need to be filled out. If the site has a Large GDF then all questions will be defaulted to Yes. You can override any question. If it is a medium or small GDF, numbers 3 and 4 are required.



Dispensers and Sumps

This is a new section populated from the Tank/Dispenser Selection page. Dispenser area is completed for every site (except generator tanks). UDC is completed for new sites and existing sites that have under dispenser containment. Some questions will be NA for existing sites (e.g., numbers 7, 8 and 9).

Please fill out all applicable questions related to the tanks listed within the inspection.



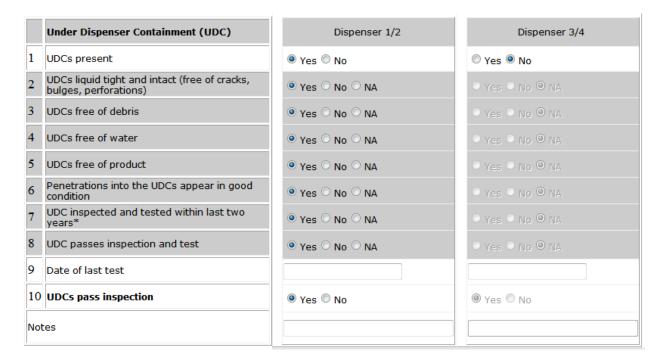
Dispensers

Please fill out all applicable questions related to the tanks listed within the inspection.

	Dispenser Area	Dispenser 1/2	Dispenser 3/4
1	Dispenser cover opened. Dispenser and Sump observed to be free of leaks and drips	● Yes ○ No ○ NA	● Yes ○ No ○ NA
2	Dispenser connections and fittings dry	Yes No NA	Yes No NA
3	Shear valve is operational, properly secured, and anchored. Installed at the correct level	● Yes ○ No ○ NA	● Yes ○ No ○ NA
4	Hanging Hardware appears dry and in good condition	● Yes ○ No ○ NA	● Yes ○ No ○ NA
	Dispensers have current calibration sticker	Yes No NA	Yes No NA
6	Flex connector and /or other metal fittings appear in good condition	● Yes ○ No ○ NA	● Yes ○ No ○ NA
7	Flex connector is isolated from backfill or cathodically protected	● Yes ○ No ○ NA	● Yes ○ No ○ NA
8	Other metal fittings are isolated form the backfill or cathodically protected	● Yes ○ No ○ NA	● Yes ○ No ○ NA
9	Dispensers pass inspection	● Yes ○ No	● Yes ○ No

(UDC) Under-Dispenser Containment

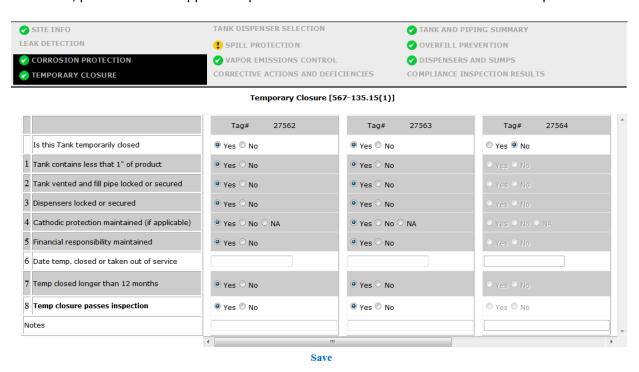
Please fill out all applicable questions related to the tanks listed within the inspection.



Temporary Closure

If the tanks are all active, please select "No" to the question "Is this tank temporarily closed."

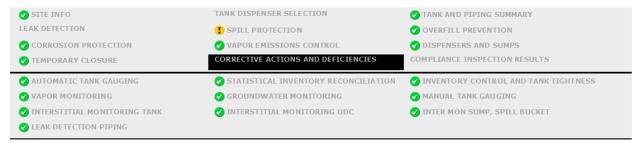
Otherwise, please fill out all applicable questions related to the tanks listed within the inspection.



Corrective Actions and Deficiencies

Any time you fail a compliance item on the database or you mark a compliance item as No, you will be taken to the Corrective Actions and Deficiencies page. For example, in the category below, Spill Protection, a deficiency was indicated. Note the exclamation point icon instead of the check mark in the header. This page will be shown after you click save on each page that has a failed compliance question.

When going directly to the page and clicking on the corrective actions tab, you will see a grid with the list of methods. Click on the box to select the violations you wish to review and edit. Only violations are shown on this page.

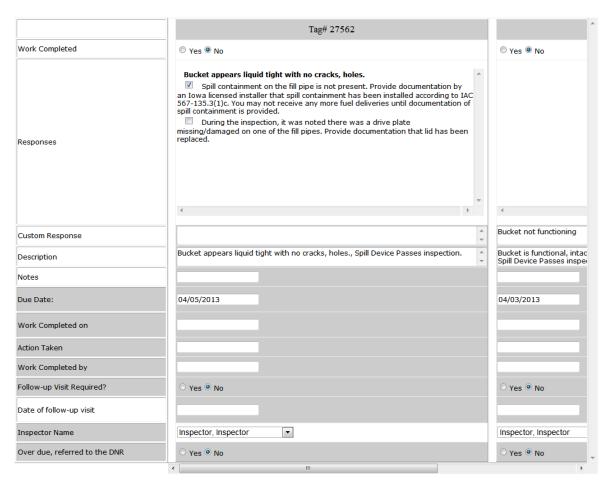


Corrective Actions and Deficiencies

Section or Method Name
Operator Training and General Record Keeping
Automatic Tank Gauging
Statistical Inventory Reconciliation
Inventory Control and Tank Tightness Testing
Vapor Monitoring
GroundWater Monitoring
Manual Tank Gauging
Interstitial Monitoring Tanks
Leak Detection Piping
Interstitial Monitoring Tank Sump, Pipe Sump, Spill Bucket
Interstitial Monitoring UDC
Spill Protection
Overfill Prevention Device
Corrosion Protection Tank and Piping
Vapor Emissions Control
Temporary Closure
Dispensers and Sumps
Tanks and Pipe Summary

Below the grid above, you see the violation listed along with the responses for the violations. There may be more than one violation of course. You see a description of the violation, and in Responses you see a number of custom responses that have been carefully prepared for each possible violation (well, most of them anyway). You may also add (and please do) your own customized response if the predetermined responses don't work for you.

Please fill out the information for the violations and then click save. The required fields are Due Date, Responses, and a follow up visit if necessary. The due date should be a reasonable amount of time appropriate for the violations/deficiencies, but no more than 60 days, generally. You have 89 days maximum to complete this inspection, meaning resolving all violations and entering the information below. In some cases, you may need to make a follow up visit.



Save

You will return to this page after the violations/deficiencies are resolved—after the owner/operator has sent to you the documentation you required as proof that everything was resolved. Enter the date the work was completed and by whom, and what was done. Do not forget to go back into the database to close the open deficiencies and violations. We will check all sites every month for any sites remaining open for more than 90 days.

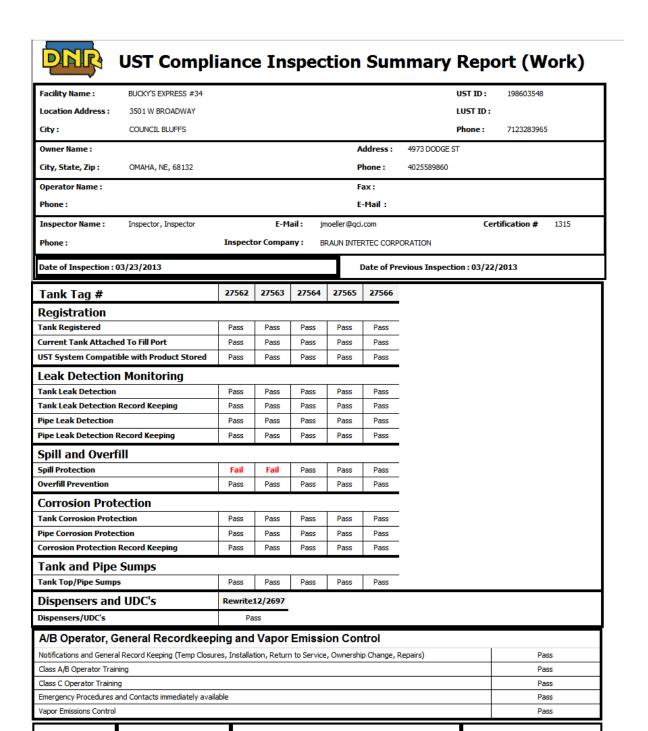
Compliance Inspection Results

This report brings the results from the various questions from all methods and sections together in a single overview of the site resulting from this inspection. The violations are listed on the different pages of the report.

The report is what you provide to the owner/operator as documentation that an inspection was completed. You have 10 days to submit this report to the owner. Keep a copy for your records. All of your notes for each section will also appear on this summary page.

If there are deficiencies and violations, make sure the owner receives a response form from you as well. The form makes it easier to keep the repairs/fixes organized for the owner/operator, but they must also attach documentation from the UST professional who responded to the repairs/fixes, such as a copy of an invoice and submit it to you the inspector.

Once again, please do not neglect to close out your inspection if you have violations and deficiencies. Complete this page within 60 days or as soon as you receive documentation the violations and deficiencies have been resolved.



Expiration Date: 9/3/2012

PMMIC

PMM Insurance Company

Financial

Responsibility



UST Compliance Inspection Summary Report (Work)

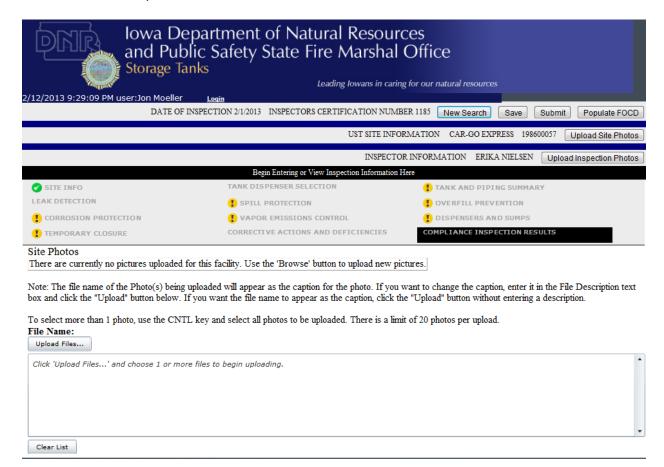
Spill Protection	
Violation :	
Spill Protection	
208,210	
Tank : 27562	
Notes:	
Need to fix	
Response:	
Failed Inspection	
During the inspection, it was not documentation that lid has been	ted there was a drive plate missing/damaged on one of the fill pipes. Provide replaced.
Due Date :	06/07/2013
Action Taken :	
Work Completed :	No
Follow Up Visit Required :	Yes
Date of Follow Up Visit :	
Overdue, referred to DNR:	No
Tank: 27563	
Notes:	
Need to fix	
Response:	
Failed Inspection	
Due Date :	06/08/2013
Action Taken :	
Work Completed :	No
Follow Up Visit Required :	Yes
Date of Follow Up Visit :	
Overdue, referred to DNR:	No

Report Run Date : 5/2/2013 Page 2 of 2

Upload Site Photos

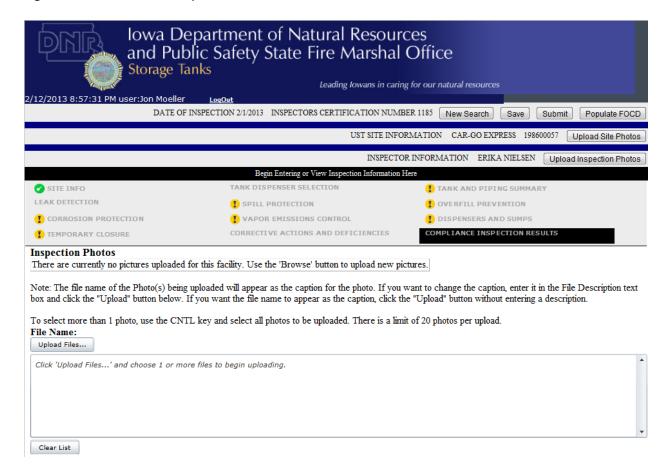
The upload Site Photos opens up the page below. This page displays previously uploaded photos and allows you to upload additional photos. Site photos provide a perspective of the UST site, showing the tank location in relation to the canopy, the buildings, the vent lines. It's important to take site photos with each inspection. You can now upload up to 20 photos at a time for site and inspection photos, and don't forget to provide captions!

You may also upload any files that you scanned for the site, such as an invoice, a response for to a violation or deficiency, etc.

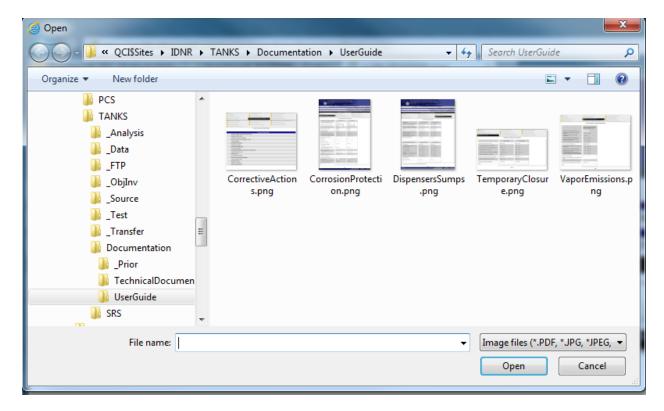


Upload Inspection Photos

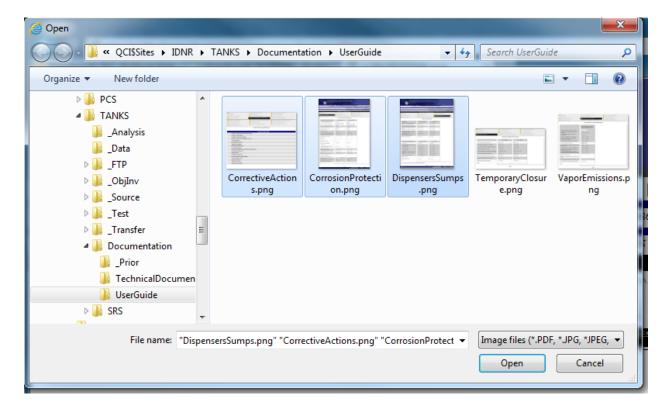
The Upload Inspection Photos button opens this page. This page displays previously uploaded photos and allows you to upload additional photos. Inspection photos are essential. These photos help identify the problem to the owner/operator if he or she is not able to be present. An UST professional can be emailed the photos or look on the inspection database to see a photo of the problem. We in the central office must be able to connect the violation with a photo. Even if there are no violations, take photos of the condition of the sumps or equipment, the UDCs, tank top access, vent pipes, the ATG console, tank tags. Document as much as possible.



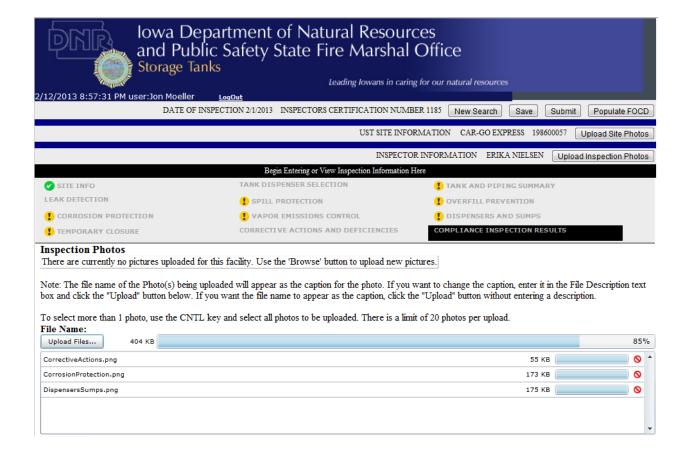
A list of files already uploaded is shown. By clicking on the **Upload Files** button one or more photographs can be selected:



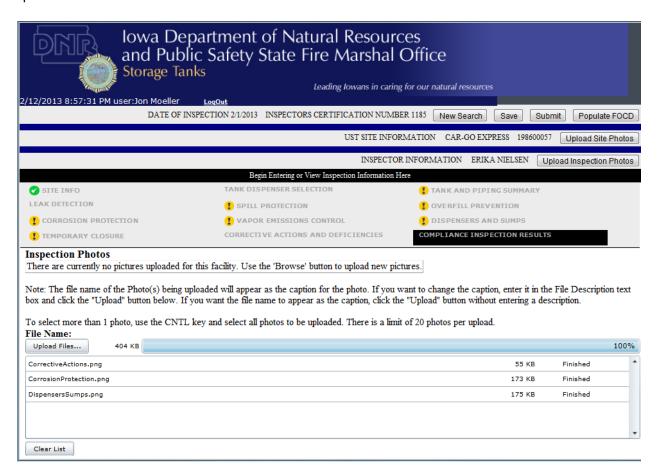
Use the Control key (Ctrl) and the mouse to select more than one image:



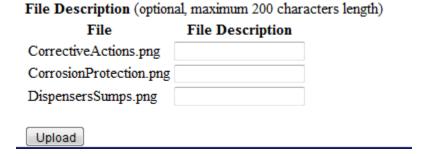
Once chosen, clicking on the **Open** button begins the upload process.



A progress bar shows the process underway. When the files are uploaded, the screen shows the list of uploaded files:



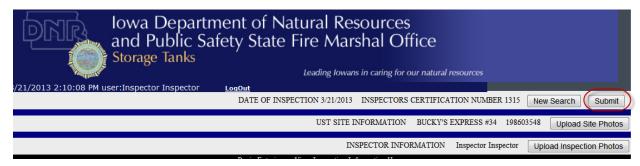
The photos can each be given a description at the bottom of the page:



Once the files have uploaded, enter in the description of those photos and then click upload. Once the descriptions are added, you will see the photos shown on the page.

Submit Inspection

Once all methods have been answered the inspection can be submitted. To submit an inspection, verify that all methods are completed and then click on the submit function at the top of the page within the header. Once the inspection is submitted, it is locked and can only be edited by the Central Office.



If there are any methods that have not been completed, the errors page will show which methods still need completed.



If all methods are complete then the user will see a submission successful message. The user will need to click Back to Inspections to be redirected to the advanced search page.

Back to Inspections



Reports Page

Inspection - Field Office Audits

 Violation Overview
 Inspection Violation Overview

 Leak Detection Method
 Leak Detection for each Method

 Unresolved Summary
 Unresolved Violation Summary

 Unresolved Detail
 Unresolved Violation Detail

 Compliance Summary
 Compliance Inspection Summary

 Compliance Detail
 Compliance Inspection Detail

Field Office Audits
Training Operator Training

Overdue Compliance Overdue Compliance Inspections
Suspected Releases Sites with Suspected Releases

A list of reports is shown with the description of the reports next to them. By clicking on the reports, you will pull up a report viewer that allows you to add filters to the given report. You are then able to view, print, or save the report.